

**BUREAU OF INFORMATION SERVICES/NETWORK SERVICES DIVISION
TELECOMMUNICATIONS CUSTOMER SERVICES**

INSTRUCTIONS FOR COMPLETING THE TELEPHONE CALLING CARD REQUEST FORM

1. To Order Telephone Calling Cards Please Use the Attached Form.
2. The PDF and HTML forms will have to be printed and completed manually or using a typewriter. If you want to use a WORD or EXCEL version please E-mail Carmen.Fournier@state.me.us for the file.
3. Once you have completed the form (for one or more employees as needed) please E-mail or mail the request form marked **CONFIDENTIAL** to:

**Janice Bolduc
Division of Financial & Personnel Services
74 State House Station**

E-Mail Address: janice.bolduc@state.me.us

4. If you need assistance in completing the request form please call Jan Bolduc at: 624-7388

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TELEPHONE CALLING CARD REQUEST FORM**

1. Department Name	4. Contact Name
2. Contact Phone Number:	5. Date:
3. Contact Address:	6. Comments

Employee Name (Last, First, Middle Initial)	Employee ID Number (SSN)	Employee Phone Number	CALLING CARDS Place a check mark next to needed card(s). ____ NEW ____ Verizon (In state) ____ AT&T (Out of state) ____ CANCEL Reason:
Appropriation Codes	Comments		

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